



February 28, 2014

Weekly Report

A Highlight of Departmental Activities

The Weekly Report showcases the activities and accomplishments of the many Departments within Rutherford County Government. Click on the directory lists, headings and text in blue to be linked to more information.

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Airport

The Airport sold 176.10 gallons of 100-LL fuel, 80 gallons of Jet-A and sold 740 gallon to pre-paid customers. 100-LL fuel is currently priced at \$5.31 per gallon and Jet-A is priced at \$4.99 per gallon.

Board of Elections

The Board of Elections continued filing this week and has been very busy. As of 2:00 p.m. Thursday, February 27th, staff had collected over \$11,300 in filing fees. Information on Candidate filing is located on the Board of Elections website at: <http://rutherfordcountync.gov/Departments/boardofelections/candidates> and is updated within minutes of a candidate filing. Filing will end on Friday the 28th at Noon.

Building Inspections

The Building Inspections Department has issued 39 permits this week totaling \$7,921 in fees. Included in those permits is a new cell tower on Moss Road and a new Dollar General near R-S Central. Inspectors have conducted 115 inspections including the beginning of school inspections on the public schools. The Director has attended two days of continuing education training and has been working on the next year's Department budget.

Clerk to the Board

The Clerk to the Board and the Administrative Assistant/Public Information Clerk have been in Granicus training much of the week. Granicus is the new agenda software which will be introduced to Department Heads soon.

Commissioner Owens has been in Raleigh this week to attend the meetings of the Agriculture Steering Committee and the Economic Development Task Force. He is a member of both of these North Carolina Association of County Commissioners' committees.

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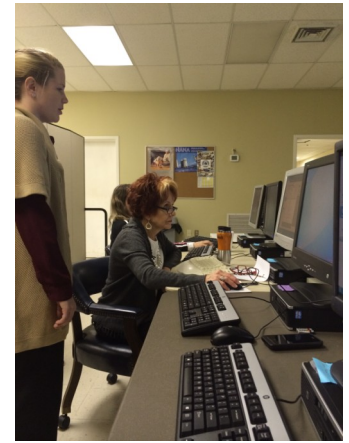
Continued, Clerk to the Board

The agenda was prepared this week for the March 3 County Commissioners' meeting.

The County Commissioner retreat scheduled to be held on February 21st and 22nd had to be canceled due to the illness of the facilitator.

A Special County Commissioners' meeting will be held on Thursday to discuss the agenda for the March 3 meeting and to discuss goals for the future.

The Administrative Assistant worked with Solid Waste and Finance staff to develop presentation materials, compiled the weekly report, attended the Special County Commissioners' meeting, received and processed initial steps of 11 Community Grant Applications, processed four public records request and pushed information pieces through the County's social media outlets.



Staff in training on the Legistar software used for Board of Commissioners' Meetings.

Cooperative Extension

The Cooperative Extension Director continued to assist clients with technical assistance through emails, phone call, office visits and site visits. The Director met with an agribusiness representative from NCDA to discuss possible opportunities in the County that could benefit the region. The Director also held a conference call with ICC and NC A&T to discuss developing a Sustainable Agriculture curriculum at ICC and possible 2+2 arrangements for students. The Family and Consumer Sciences staff conducted the monthly radio program at WCAB, attended the Chronic Disease committee meeting and attended training for the "Living Healthy with Diabetes" curriculum.

County Manager

The County Manager attended the following meetings: Solid Waste project updates; Economic Development project updates, Agriculture Economic Development, ARC Distressed Communities Grant, Horsehead project, Facebook and a Special Meeting of Board of Commissioners. He attended a presentations on the Biggerstaff Hanging Tree and the TDA's Wayfinding program. He also met with the County Attorney and the TDA Director.

Economic Development

The Economic Development Director met with the County Manager to review economic development activities, completed and submitted an RFI for an AdvantageWest prospect inquiry; attended an Economic Development Structure Committee brainstorming session; continued to work with legal representatives for the County, the municipalities, and Trelleborg to finalize local agreements; attended a meeting with Human Resources; attended an agricultural development meeting with a representative from the NC Department of Agriculture; attended the Workforce Development Board meeting; met with Trelleborg representatives; researched and worked with the Department of Commerce on a grant related issue and issued a [press release](#).

The Project Administrator worked with Northland Communications on a fiber infrastructure project; held the Business Advancement Team Meeting and conducted two existing industry visits and two follow-up visits in addition to numerous outreach calls. The Economic Development Assistant assisted in completing an RFI; delivered the final draft of the annual report to the printers for production; created a mailing list from a Department data base for distribution of the annual report; began to research and assemble information to assist in budget preparations and reviewed existing grant agreements to ensure proper reporting deadlines are met.

Fire Marshal/Emergency Management

The Fire Marshal and Emergency Management Department worked extensively on documents and reports needed for proposed changes in fire insurance and fire protection service districts. The Director attended a meeting with Isothermal Community College officials regarding the immediate need for equipment/facilities needed to accommodate live burn training. Staff conducted one fire origin and cause investigation, responded to a search for a missing person who was located in good condition and attended other various meetings and training.

Finance

The Finance Office is working closely with the departments as they have begun working on their budget requests. The Assistant Finance Director has worked with the County Manager and Solid Waste Director in determining the operating costs of the landfill. The Director has completed and submitted the annual Medicaid cost report for EMS and wired funds for the March 1st debt payment. The Director attended a personnel training workshop sponsored by WCU Training Center in Asheville.

Human Resources

The HR Director held meetings to discuss personnel issues, exit interviews, and retirements. Welcome new hires Donna Cobb (p/t Library), Sherry Conner (p/t Library), Mickey Cochran (p/t Airport), Jeff Burgess (p/t Detention), Jennifer Evers, (DSS), Melissa Hamrick (DSS) and Elvis Kennison (DSS). Employees who have left the service of Rutherford County are Lynetha Miller (Transit), and Wayne Webb (Solid Waste). The Director attended several meetings this week regarding personnel issues and budget concerns. The Director viewed a webinar with JJ Keller, reviewed a performance management webinar with NEOGOV, attended a Special Meeting of the Board of Commissioners, and attended a School of Government training on Friday. The HR Specialist has been training this week on the Granicus software. The Director has interviews scheduled next week for several part time positions.

Information Technology

The IT Department continues to work on the caller ID issue with phone system. Staff is also working on fixing any bugs with the e-Fax solution. If a Department on the Avaya phone system still has a fax machine, submit a justification form as soon as possible to the IT Department for budgeting purposes. When a new position is added to a Department, \$1,000 for the phone hardware & Licenses must be added to the budget. Departments are asked to notify IT so that staff can adjust the budget to reflect this addition. Department Heads are asked to immediately submit notice to IT when a new employee is added and when one leaves. Password request forms to all Department Heads which includes a Waiver of Services form that informs the IT Department to put/take this person on/off the network. The Department also completed 158 work orders.

IT requests for the new budget are due Friday, February 28. Also, if a Department has not submitted a phone request, please do so by this date as well.

Library

The Library staff has been busy working on the 2014-2015 budget along with processing new, donated and discarded materials. There will be a Library Board of Trustees' meeting in the Commissioner's Room on Thursday Feb. 27th at 5:30. Mountains Library staff spent the week weeding the Adult Non-fiction, straightening the DVD collection and shifting the books in the children's section.

Public Works and Planning

The Public Works and Planning Department's garage had 11 preventative maintenance service calls, 15 repairs, 6 tire service calls and 10 other repairs/inspections. Maintenance completed 25 work orders and repairs, and grounds keeping of all County facilities. Staff has begun facility inspections and reviewing requests as they move through the budget process for building improvements. It can be quite the balancing act to justify appropriate improvements while being fiscally conservative at the same time. The Director also involved the Project Manager with preparing a presentation for the Commissioners on the Biggerstaff property, met on CDBG and distressed County grant opportunities with the County Manager, EDC Director and Finance Director. The Department has started the bid package for the improvements to the Rail Trail, and expects to put that out for bid soon. Progress continues of several projects and planning efforts.

Greyrock: Paving for Project 7, 3B, part of 8 & all of 9 is continuing and is nearly completed. Work is weather dependent now to finish. Project 8 is nearly completed. Project 10 staking is complete and clearing is underway.

Queens Gap: The Project 1 contractor has mobilized and is beginning work. Work has been very slow due to the weather. All issues associated with the NOV have been addressed. The re-inspection went well. Work is underway on the project. Culvert installation is proceeding. Project 3 will advertise this week and bids will open on March 27th.

Revenue Department

The Revenue Department answered 947 phone calls, and assisted 266 citizens who came in to the office (5 being PUV). 49 deeds were recorded and 46 were transferred. 20 new accounts were set up. Mapping completed five splits, four merges, two acreage adjustments and created five new maps. Two new E911 addressees were assigned. Ownership of 82 addressees was updated. The GIS website had 164,726 hits and 100,652 successful searches. Appraisers completed 850 field reviews and 128 building permits. Electronic payments consisted of 101 by credit/debit, 125 by website, and 37 by phone. 900 citizens came in to pay at the counter. Enforced collection action consisted of 71 Debt Setoff, 95 garnishments and 6 attachments. 45 Deeds were certified. Staff worked five prepaids, 27 bankruptcy payments/issues, two discoveries, 36 releases, and one refund. 139 pieces of mail were received and processed. 5,031 motor vehicles renewals were processed.

Senior Center



The Senior Center hosted a "Parade of Tables" Fundraiser Event on Friday night. It was a huge success! All 22 tables in the dining room were completely sold out. The money raised from this fundraiser will help purchase additional exercise equipment. On Tuesday, Dr. Drew Morris from Carolina Chiropractic Plus presented a program on "Living a Healthier Life". Dr. Morris discussed good nutrition, exercise and weight loss tips that will help improve overall heart health. Also, it is time to start preparing for the upcoming Senior Games. Registration will be from March 3-14. Seniors must be registered by the March 14th deadline in order to participate in any aspect of the 2014 Senior Games (SilverArts, Performing Arts, or the Sporting Events). Lastly, the AARP Foundation Tax Aide Program is being offered at the Senior Center. This service is for low to moderate income individuals, with special attention to those 60 and over. The trained volunteers will be available, by appointment only, on Thursdays and Fridays through April 11th. More information can be found in their monthly newsletters.

Social Services

The Director, Income Maintenance Administrator, and the Fiscal Officer participated in a statewide DSS Director's call. The monthly calls include updates from each DHHS division and upcoming changes in budget estimates were discussed. Also on Tuesday, the Director participated in a conference call of the In Reach/Transition Workgroup, which is one of five state workgroups working on the Transitions to Community Living Initiative. This initiative is the result of a voluntary agreement between the U.S. Department of Justice and the N.C. Department of Health and Human Services that is designed to allow people living with serious mental illnesses or severe and persistent mental illness to choose where they live and provides access to services and support necessary for successful community integration and living. On Wednesday, the Director and Income Maintenance Supervisors participated in the weekly NC FAST conference call. The agency is busy implementing various changes and evaluating staffing patterns due to a change in direction of the State's implementation of Project 2/6 of NC FAST. Interviews have been held over the past several weeks for various vacant positions in the agency including Children's Services, Income Maintenance, and Child Support. Recruitment is currently underway for four Income Maintenance Caseworker (IMC) II positions and one IMC Supervisor. All five which were approved by the Commissioners at their meeting on February 3. On Thursday, the second Leadership Develop Program session was held. The daylong meeting, held at Facebook, included a sessions on Emotional Intelligence, working with leadership participants and their mentors, had a job shadowing assignment, a discussion of a class project and a tour of Facebook. On Friday, all Managers and Supervisors participated in a webinar, *Effective Disciplinary Procedure*, sponsored by the School of Government. It was presented by Drake Maynard, former Director of the Employee Relations Division at the NC Office of State Personnel and President of DMHR Services, LLC and Becky Veazey, former Human Resource Director with the Town of Cary and current President of the MAPS Group.

Soil & Water

The Administrative/Education staff presented three 6th grade Enviroscope lessons at R-S Middle School, worked on registrations for High School Envirothon competition, continued working on District and Farmland Agendas and information folders, and worked on paperwork for the Outdoor Environmental Learning Center Grants. The Ag Cost Share Technician attended NRCS Toolkit training, worked on contract information and received signatures, and participated in a Grazing Land workshop sponsored by NRCS and the Cooperative Extension Office.

Solid Waste

The Solid Waste Department served 316 customers, hauled 64 loads from Convenience Centers and shipped 33 loads to Lenoir. The Director has been very busy attending meetings this week that included the normal weekly landfill meeting with the County Manager, an employee meeting with Human Resources, and met with Finance staff five different times to get presentations ready. The Director and Finance staff presented the Solid Waste review to each Commissioner and at the Mayors/Managers meeting, and attended the new Commissioners' debriefing meeting. The Department will send out another electronics truck this week. The rest of the staff continues to perform everyday job duties. The litter control officer information is as follows:

Active Cases - 10
Non Center cases - 4
Citations written - 0
Closed cases - 0
Community Service Reports - 2



Convenience Center Cases-6
Pictures Taken - yes
Letters sent - 3
Community Service - 9

Transportation Services

Emergency Management Services had 54 convalescent calls and 165 9-1-1 calls. Staff had in-service training on the new stair chairs and these are now on each truck. Staff also took delivery of a new truck on February 26, 2014 for the Convalescent Division. This new truck is also equipped with a power stretcher .

The Transit Department drove 11,041 miles, completed 1,059 local trips, 80 out of county trips, transported 283 unduplicated passengers and collected \$17,669.00 in revenue. A random drug and alcohol test was performed. A post accident drug and alcohol test was performed due to a driver at fault safety accident on van. Transit held its quarterly Transit Advisory Board meeting on 2/21/14 and the revised SSPP was discussed and approved. All drivers were issued a new safety vest that must be worn at all times while in performance of job duties. The Operations Manager completed interviews and hired two P/T drivers that will start Transit orientation on 3/3/14. The NCDOT safety audit is scheduled for March 11-12.

The County EMS and 911 Center collaborated on a public awareness campaign recently.

WHEN EVERY SECOND COUNTS

Verify Rutherford County
when calling

911
on your
CELL PHONE

Cell phone calls are directed to the nearest cell tower and are not always routed to Rutherford County 911.

Always verify your county and location when calling 911 on your cell phone. 911 dispatchers will identify their county when answering a call.

Should you be connected to a bordering county's 911 Center, they will immediately connect you to Rutherford County 911 to complete your call.



north carolina's
RUTHERFORD COUNTY

Tourism Development Authority

The TDA staff met with journalists and volunteers for a familiarization tour of the county. Planning and materials for the volunteer program are coming together and the program will receive input this week from the volunteers. The Wayfinding program held an input session on Thursday. This is the second session in the Wayfinding Master Plan process. The Executive Director is planning to present at the NC Governor's Conference on Tourism about the economic impact of film on local tourism. Also at the Governor's Conference, Michelle Whitaker is assisting the Tourism Asset Foundation as they bring together a task force of tourism professionals from across the region to explore the possibility a NC Gold Trail.

Veterans Services

The Veterans Office staff had 56 mail-in contacts, 44 mail-outs and 218 faxed contacts for service. Staff also had 106 telephone interviews and 191 veteran contacts.



Special Highlights

Detention Officer of the Year: Sharon Dowdle

Sheriff Chris Francis presented Officer Dowdle with the award recently at the annual Detention Facility meeting.



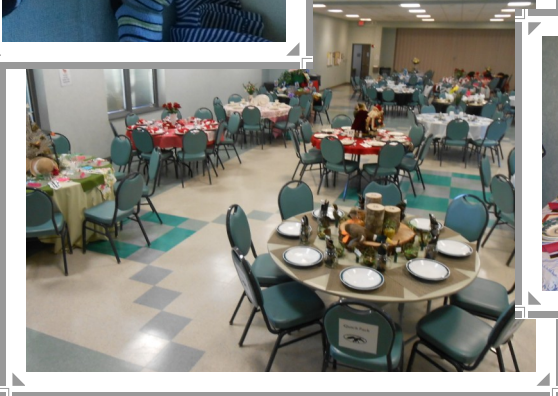
Congratulations to Laurel Bradley

She is the proud mother of Collin Harrison Messer, delivered February 26 at 8:04am. He weighed 11lbs 5oz and was 21.5 in long.



Senior Center Hosts Fundraiser

~Parade of Tables~



County Commissioners

William Eckler, Chairman **Julius Owens**
Eddie Holland, Vice Chairman **Roger Richard**
Greg Lovelace

Carl Classen, County Manager
Hazel S. Haynes, Clerk to the Board
Richard Williams, County Attorney



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